SYLLABUS

- MUS 354 - BEATLES AFTER THE BEATLES - SLN #83835 / 83834 (online degree students)
- Fall, '15, Session B (10/14/15 - 12/4/15) - https://herbergeronline2.asu.edu/afterbeatles/

SECTION I: INSTRUCTOR

- Mike Shellans (Music Building East, E463, 480/965-0384) - mike.shellans@asu.edu
- Prof. Shellans handles questions regarding lecture materials, course content, exam and topic assignment content and make-up essay exams (not computer resets).
- Please contact Prof. Shellans by email only for assistance. Because this class is fully online, and does not meet live, no on-campus office hours are held.
- Prof. Shellans teaches music, is not a computer programmer, and cannot answer computer-related or technical questions. Please contact Herberger Online with all questions in that area.

SECTION II: HERBERGER ONLINE

- The Herberger Institute Herberger Online (Herberger Online) handles all computer-related issues and technical questions including test resets, exam problems and grade compilation.
- Herberger Online can only be contacted via email, not in person or by phone, by emailing holsupport@asu.edu, using the 'Submit a Help Request' button on the course Help page, or by going directly to https://herbergeronline.asu.edu/help for assistance. Include the class you are in (Beatles After the Beatles) and your email address as part of your signature to insure a response.
- With a class this large, please be patient regarding instructor and staff response times.

SECTION III: DISABILITY RESOURCE CENTER

- To request academic accommodations due to a disability, please contact the ASU Disability Resource Center (www.asu.edu/studentaffairs/ed/drc/#) (Phone: (480) 965-1234; TDD: (480) 965-9000) before starting the course and prior to contacting the instructor or staff. This is a very important step, as accommodations cannot be made once an exam has been taken.
- If you have a letter from their office indicating that you have a disability which requires academic accommodations, please scan and email the letter to mike.shellans@asu.edu no later than the end of the first week of the semester or have DRC personnel email that address with your information.
- Please contact Herberger Online immediately with questions regarding online accommodations. No special accommodations can be given without prior official DRC documentation.

SECTION IV: TECHNICAL MINIMUMS

- This class is not accessible through Blackboard. Please visit the class home page at http://herbergeronline2.asu.edu/afterbeatles/ to begin the course.
- For information regarding your username and password, please visit Herberger Online at http://herbergeronline.asu.edu/services/accounts.php and you can also email the Herberger Online staff at https://herbergeronline.asu.edu/help for assistance with logging on or other technical issues.
- Because this course is delivered entirely via the Internet, you are responsible for making sure that the computer you use to access all course materials meets or exceeds the specified computer minimum qualifications as listed on the course website.
- Due to the high media content of this course, you will be required to set up and configure a media player that will consistently play the mp3 files and the mp4 digital clips delivered via the course web site.
- If your computer breaks at any time during the semester, it is your responsibility to locate Internet access for all lectures, assignments, and exams. No make-up assignments or make-up exams will

be given because your "computer doesn't work" or due to "operator error" on your part!

- You are highly encouraged not to enroll, or to drop immediately, if you do not have computer experience, if you are not willing or prepared to assume the added responsibility of a computer-based course, or if you plan to be away from a computer site for an extended period of time during the semester.
- Necessary required skills include downloading mp3 audio files as well as digital video clips, surfing the net, conferring via email, and other intermediate computer knowledge. If you believe you are unwilling or unable to devote the time necessary to complete this course to your satisfaction, please consider dropping this class as soon as possible.

SECTION V: TEXT BOOK / READING ASSIGNMENTS

- No text is currently required for this course.

SECTION VI: CONTENT / OBJECTIVE / STUDY TIPS

  - This instructor-created survey course covers musical elements and historical background of the Beatles and its individual members after the band's breakup through four chronological phases in four sections.
  - Section 1 (1970-73) starts with the release of Beatles solo albums, the lawsuits ending the group, and important tours and recordings by each member.
  - Section 2 (1974-79) completes the 1970s featuring albums and song releases and Lennon's days as a househusband.
  - Section 3 (1980-88) brings Lennon's final album and his death, Michael Jackson's purchase of the Beatles musical catalog, and the release of Beatles compilations.
  - Section 4 (1989 on) concludes with the release of posthumous Lennon and early Beatle recordings, the Anthology series of CDs, DVDs and accompanying book, George Harrison's death, and more recent musical endeavors by the remaining members.
- The objective of this class is to examine in detail the songs and lives of John Lennon, Paul McCartney, George Harrison and Ringo Starr after the demise of The Beatles. Special attention will be given to musical styles, influence and impact, with a chronological approach from their initial post-Beatles recordings to recent or final releases.
- Listening examples are drawn from popular recordings and rarities. Also discussed are instruments used, studio innovations, vocal techniques, song writing processes and musical personalities.
- Successful completion of Beatles After the Beatles should provide the student with a plethora of song, album, style and artist information coupled with a deeper understanding of both their standard and unreleased repertoire.
- On the home page of your course website under Documents is a Study Tips document with specifics regarding what materials to emphasize in your exam study.
- Please be sure you also carefully review the notes you have taken from the online audio lecture materials, as that is the meat of the course.
- The posted outline of songs, artists, albums and other information on your class website should be used as the guide to create your own study plans. There will be no other outlines or study guides available for this class.

SECTION VII: EXAMS

- Four exams (all online, not cumulative or comprehensive, and no separate "final" exam). Exam 1 corresponds to Section 1 of the audio and posted song/artist outline, Exam 2 to Section 2 and so on. No exams will be dropped.
- The computer, from a large question bank for each and every exam, randomly chooses all exam questions. All exam questions are drawn directly from the audio lecture materials and assigned textbook readings.

- Each exam will be 30 questions (worth .5 points each, 15 possible total points per exam), including approximately 20 multiple choice and approximately 10 audio examples.
- The exam itself will have a time limit of 50 minutes in which to finish, and you must keep track of your own time. You will lose .5 points as a penalty for every minute you go over 50, and no overtime penalty points can be removed under any circumstances.
- You will be issued a unique receipt number for every successfully submitted exam. Please retain that number through the semester as proof of your completed submission. Please email Herberger Online if your score is not posted on the course Grades page within 28 hours after you complete the exam.

NOTE: NO course content will be available to students while they are taking an exam. Once you enter the exam, you will NOT be able to access course materials on the website. Please refrain from opening any additional tabs/windows on your browser while taking an exam, as this could cause your submission to be unsuccessful. You will need to study and access all your specific section lectures before each exam opens. There will be no access to these materials for any students while the exams are online, without exception. We appreciate your understanding and cooperation and apologize for any inconvenience.

SECTION VIII: ON-SCREEN TIMER

- There will be an on-screen timer present during exams in this course, counting down from the exam time limit to zero. This timer is not official, and is intended only as a visual aid to give you an estimate of how much time you have left to complete your exam. The only times that matter are the start and end times as recorded by Herberger Online's servers, and those are the official times that will be used to calculate any and all overtime penalties.
- No points will be added to an exam score, and no exam grade will be changed, based on the state, or the claimed state, of the timer. Please do not waste your time taking screenshots, or photographs, of the exam page to try and prove you were under the time limit; it's not the official exam time.
- When the exam timer reaches zero, it will stop counting down and will display a message to let you know you have likely exceeded the exam time limit. The timer will not show you how much additional time you are taking, and will not calculate your overtime penalty during the exam. If the exam timer reaches zero before you are finished with your exam, simply complete the exam as quickly as you can; just be prepared for possibility of losing points for exceeding the time limit.
- You will never be kicked out of an exam, and no exam will ever be submitted automatically by the system, because of the timer. Do not contact your instructor, or tech support, with any such claims.
- The existence of an exam timer means it is very important that you do not leave an exam in progress or try to refresh the exam page. Leaving the exam, or reloading it, could cause the timer to reset itself- making it look like you have more time left than you actually do. Again, the only times that matter are the start and end times recorded by Herberger Online's servers. Any manipulation of the timer - accidental or otherwise - will not affect the recorded start and end times on your exam receipt.

SECTION IX: TESTING PROCEDURES

- Once the assignments and exams open, you can proceed at your own pace. Please note that your assignments and exams must be completed and submitted by December 3rd, 2015, 4:00pm to be considered for credit. No late or make-up assignments will be available after time and date, and any essay make-up exam requests after the deadline must be directed to the instructor prior to December 4th, 2015, 4:00pm, when the class closes.
- Visit https://herbergeronline2.asu.edu/afterbeatles/assessments to login and access an exam. Please remember: it is your responsibility to correctly note the Exams and Topic Assignments

deadline date and time in your personal calendar.

- It is your responsibility to locate reliable Internet access during the exam. Make-ups will not be available for students who claim computer difficulties on their end.
- To avoid complications while taking an exam, please keep the following in mind:
  - It is best to log in to the exam and complete it without leaving the exam page at all. Opening other tabs or windows, especially pages from the class website, can lead to problems when submitting the exam.
  - Do not reload/refresh the exam page during the exam.
  - Avoid logging into or out of any other ASU page (myASU, etc.) during the exam, as your login session is tied to your ASU account, and logging out of any other ASU page during the exam will log you out of the exam as well. In other words, treat this like an exam in a normal classroom - log in and start the exam, and don't do anything else until you've finished.
  - Most of the technical problems Herberger Online encounters regarding exams stem from students opening multiple tabs and logging in and out of the class during an exam.
- Please allow yourself at least 40-45 minutes to both read the exam entrance page and complete and submit the exam itself. Starting the exam during the last day or so prior to the submission deadline is not recommended, as you may go encounter technical difficulties with little time left in the course. Please do not wait until the last minute of take your exams!
- Tests will not be accepted in printed form or via email or email attachment. Please do not use iPhones, blackberries, iPads, or any other palm devices to take an exam, and wireless connections are not recommended.

SECTION X: ACADEMIC DISHONESTY

- You should NOT use any written, online or other notes during the exam itself, including opening any additional web pages from the course or other locations, or collaborating with other students. Tests are not to be taken as a group effort, and no other web pages other than the exam itself should be open while you are taking the test. This includes viewing downloaded course website information while taking the exam, having any Internet sites open other than the exam link, listening to audio excerpts on another student's exam, discussing the exam with another student before or while taking it, using notes during an exam, and other such behavior.
- Do not give your ID or password to anyone else, and do not allow anyone else to access or take exams or assignments in your name.
- Any violation of this policy will result in sanctions and possible additional disciplinary action. All violations of the Code detected during the term, either electronically or by other means, will be sanctioned, even if the exam has already been graded and points assigned. Please note that our computer logs record all student interactions with the course website, and Herberger Online randomly and specifically screens these logs for evidence of collaboration and cheating. If such activity is observed either physically or through computer records, all students involved will be called to account for their actions. There will be no exceptions to these procedures or leniency regarding these policies.
- Students found cheating will be sanctioned in accordance with the student code of conduct and the rules against academic dishonesty upheld and enforced by Arizona State University. Please visit the following sites for detailed information:
  https://provost.asu.edu/academicintegrity
  https://provost.asu.edu/sites/default/files/AcademicIntegrityPolicyPDF.pdf

SECTION XI: RESETS AND MAKE-UP EXAMS

- If you experience any computer or technical problems during an exam, DO NOT JUST GUESS, OPEN ADDITIONAL WINDOWS, OR SUBMIT THE EXAM, as that grade must stand as posted! Instead, exit your browser, fix the problem (move to a different computer or contact technical

support by using the 'Submit a Help Request' button on the course Help page, or by going directly to https://herbergeronline.asu.edu/help), and then return to the exams page on the course website to reset your exam. The ASU Help Desk cannot assist you with this course, so please email Herberger Online for help.

- The system will allow you to reset your own exam if you have not already submitted or reset that exam. We recommend, in these cases, that you restart your browser before you try to reset the exam. Typically, you can reset exams by yourself simply by logging back into the exam as you normally would. When you go back to the exams page, the system will know that you need a reset, and you just have to follow the links provided.
- Resetting any exam means the computer will be creating a new exam for you. Any answers you provided before are already lost, and you will be starting over again. All exams draw random questions from a question bank, so you will not get the same exact questions in the same order again.
- Resets are only available for students experiencing technical difficulties while testing online. Only one online reset per exam is allowed, and only two resets or make-ups per student per semester on two different exams are allowed. If you are not able to successfully submit your reset exam due to technical reasons verifiable by Herberger Online, you may have the option of an essay style make-up exam. This option will also be available to students presenting verifiable documentation regarding illness, or other personal issues. The instructor reserves the right to substitute an online make-up exam with an essay-style make-up exam at any time without question.
- Students who miss exams elated to religious observances/practices who are in accord with ACD 304–04, "Accommodation for Religious Practices" and/or absences related to university sanctioned events/activities that are in accord with ACD 304–02, "Missed Classes Due to University-Sanctioned Activities" should email the instructor.
- Exams that have been submitted CANNOT be reset, and those grades must stand as posted. There are no re-dos or retakes on submitted exams under any circumstances! Please DO NOT email Prof. Shellans or if you have computer or technical issues, as he cannot answer computer-related questions or accept computer-generated or emailed exams.

SECTION XII: ESSAY-STYLE MAKE-UP EXAM

- If you need an essay-style make-up exam, (not a reset), please email Prof. Shellans at mike.shellans@asu.edu and be prepared to present, via email response as a scan, an official document on printed or company letterhead (with a logo, not your personal letterhead). This official document must contain a contact name and phone number and must be from either 1) a doctor or hospital if you of someone from your immediate family are ill, 2) a funeral announcement from a church or funeral home if someone dies, 3) an airline ticket containing your unique information if you are required to travel for personal or business reasons, 4) an employer letter if you are required to miss exams for business or work-related duties, 5) a letter from your coach or academic advisor detailing your sport, days absent, and reasons why you were unable to obtain internet access during the exam period, or 6) any other verifiable sources who can detail specifics as to why you were unable to complete and submit your exam during the five weeks it was available and are now requesting an essay make-up exam. You will need to contact Prof. Shellans as soon as possible for make-up consideration. Please also indicate which class you are in at that time.
- No essay-style make-ups will be given until our staff has completed phone verification of your official document. After receipt of this document and our verification of its contents, we will contact you again via email with specific make-up instructions. All submitted documentation will be checked for authenticity; those who submit false documentation will be sanctioned according to the Student Code of Conduct. Please do not submit false documentation.
- The score for this paper will act as the score for the failed reset, or as your make-up exam. All words and ideas included in your essay exam must be your own and not cut and pasted from the

Internet or other sources or sanctions will be levied as per the Student Code of Conduct. All essay-style make-ups for Exam IV must be secured by instructor permission only, and are only allowed under specific, documented circumstances. There will be no exceptions to this procedure, so please don't ask!

SECTION XIII: AUDIO LECTURE NOTES AND TOPIC ASSIGNMENTS

- A link to the Audio Lectures and related song/artist outlines are on the Classroom page of the course website. Please use this link to access course content information and from which to build your own study guides. No other guides or outlines will be available. The audio lectures are the meat of the course, and the source for the majority of the exam questions.
- The Topic Assignments are separate homework, and will not be revisited on the exams. Please note that your assignments must be completed and submitted by April 30th, 2015, 4:00pm to be considered for credit. No late or make-up assignments will be available after that time and date.
- Via a link on the Exams/Assignments page, one Topic Assignment consisting of 3 parts will be available during each of the four testing periods (4 assignments total, 10 points each, 40 total points available). For example, Section 1 of the course will have Topic Assignment 1, parts 1A, 1B, and 1C. Each of these parts will have 5 questions for a possible earned total of 10 points. The assignment consists of reading and/or video clips. You can choose to do one, two or all three of these per section in order to earn the maximum of 10 points. But, you can only earn a maximum of 10 points total per assignment, even if you have opted to do all 3 parts.
- For example, you complete 1A and receive 6 points, so you also do 1B and receive 4 or more points. You now have the 10 total points available for this assignment. You can now choose to do 1C or not. However, if you have completed each of the 3 parts of all 4 topic assignments (12 total assignments), and scored a total of 8 or more points on each, then 1 extra point will be added by Herberger Online to your final course point total at the end of the semester. Again, if you have completed each of the three parts of all four Topic Assignments (12/12 assignments), and scored a total of eight or more points on each and every one, then Herberger Online will add one extra point to your final point total during final grade calculation.
- There is no time limit when an assignment is open, but once you leave the assignment page, or open a new page or tab during this assignment, any answers you provided before are already lost, and you will need to start over again. Resetting any assignment means the computer will be creating a new assignment for you. For any assignment that uses random questions from a question bank, you will not get the same questions again.
- It is suggested you do your assignment as early as possible to avoid computer difficulties or other problems that might arise. Student tardiness cannot be used as excused to obtain late or make-up assignments.
- Please do not have any other web pages open, including multiple assignments, when submitting a specific Topic Assignment. Topic Assignments are considered homework, and separate from exam materials. Once a Topic Assignment has been submitted, that grade must stand as posted. No submissions will be accepted via email or beyond the due date. Topic Assignments are NOT extra credit assignments, as they constitute (as a whole) 40% of your course grade.
- Points for these assignments will be added to the course grade checker automatically upon submission. If you do not receive a receipt number upon submitting a topic assignment or exam, consider it a FAILED submission. In other words, Herberger Online did not receive your topic assignment or exam on their server. If Herberger Online does not receive your topic assignment or exam, they cannot give you a grade, even if you did attempt unsuccessfully to submit the Topic Assignment or exam. You may fill out a problem report or email Herberger Online requesting they check and see if your submission did reach them if you think your submission was successful but you did not receive a receipt number.
- Be sure to keep a record of all of your Topic Assignment and exam receipts. The instructor will not accept any emailed Topic Assignments. It is your responsibility to locate reliable Internet access in order to submit Topic Assignments before the posted deadline.

SECTION XIV: POINTS AND GRADING

- The system below is determined on a scale of 0-100 points, separately from the added extra assignment point. 101 are the total possible points for the course with the assignment bonus point.

  89.5 to 101 = A
  79.5 to 89 = B
  69.5 to 79 = C
  59.5 to 69 = D
  0 to 59 = E

- A .5 point extra credit question will be available to any student who has completed all four exams and all twelve assignment parts with at least 8/10 on each and is .5 point away from the next higher grade level (anyone with a final grade of 59, 69, 79 or 89). Please email the instructor after Exam 4, if you qualify, for further instructions. The extra credit question will NOT be available to students 1 or more points from the next grade level up or with less than twelve assignments completed, with NO exceptions. Please don't ask!
- This scale is set in stone. No bumps up or pushes of any type exist in this course. There are no other grading curves or any additional points or assignments available for this course. Thank you for not asking!
- Grades cannot be posted or reported early. The Pass/Fail option is not available for this course. No plus/minus grades are currently available for MUS 354. Sorry, we are not offering Honor's Contracts at this time.
- No exceptions will be given under any circumstances whatsoever to the above policies. Please do not ask. We appreciate your understanding and cooperation.

SECTION XV: RECEIPT NUMBERS AND GRADE CHECKER

- All submitted exams and topic assignments are given a receipt number via a submission results page if the submission is successful. If you do not receive a receipt number for an exam or assignment, that submission has NOT been successful, and you should contact Herberger Online immediately at http://herbergeronline.asu.edu/help for assistance. If you have no receipt number, you have no grade. It is your responsibility to print or write out each receipt number you receive for each exam/topic assignment you submit. This is your official receipt for work completed, so it is important to print and keep these receipts. Inquiries about missing grades sent to faculty, staff, or to Herberger Online will be ignored if they do not have the receipt number(s) for the exam/assignment in question.
- After each exam period has ended, your grades can be viewed by clicking on the tab for the Grades page. Please allow Herberger Online several hours after each exam period has ended to process and post scores. It is your responsibility to keep track of your status in the course by regularly checking your grades. To calculate your grade during the semester, please subtract your current point total from the 100 possible points in the course, allowing for any remaining exams or assignments. Please visit the Grades page after Exam 4 to determine your final score.

SECTION XVI: SIGNATURES, INCOMPLETES AND WITHDRAWALS

- Although most official forms and grade reports can now be handled online, please email the instructor with any other specific inquiries in that area. If you wish to withdraw from this course, it is your responsibility to do so according to the academic calendar. Please visit http://www.asu.edu/interactive/ or speak with your advisor or college major office for complete information regarding Withdraw dates and policies.
- You may withdraw from a course by going online to the My ASU site. Under the "My Classes" section, click the "Registration" button and then follow the instructions after selecting the

"Drop/Withdraw" option. You can also do this by completing a withdrawal form available at the following link: (http://students.asu.edu/files/Withdrawal%20Request.doc) and physically taking it to the University Registrar's Office to be processed. No signatures are required for a course withdrawal through the posted deadline.

- No late W grades are available, as the Herberger Institute does not allow for withdrawals after the official university deadlines. The grade of I (Incomplete) is no longer an option for MUS 354. As per university policy, students do not qualify for Academic W status if they are not doing acceptable or passing work. ASU policy does not allow an instructor to assign a W simply because a student is dissatisfied with their grade.

SECTION XVII: ACADEMIC CALENDAR

Classes begin	*October 14th, 2015*
Add/Drop Deadline	*October 15th, 2015*
Course Withdrawal Deadline	*November 3rd, 2015*
Assignment and Exam Deadline	*December 3rd, 2015, 4:00pm*
Complete Withdrawal Deadline	*December 4th, 2015*
Classes End	*December 4th, 2015*
Last day to process non-exam course-related materials	*December 4th, 2015, 4:00pm*
Final grades submitted	*December 7th, 2015*

SECTION XVIII: POLICIES AND PROCEDURES

1. Cheating of any type will not be tolerated. At the start of the semester, you will be provided with Academic Integrity information when you initially login to this course. You will be asked to "accept" that you have read and will comply with the policy. If you do not agree, you will be referred to the ASU Course withdrawal page. This is ASU policy as established by the Herberger Institute. Please note that Herberger Online retains complete and accurate records of all your activities while logged on to this course. Students found cheating on a Topic Assignment or exam will be sanctioned in accordance with the student code of conduct and the rules against academic dishonesty as upheld and enforced by Arizona State University. All necessary and appropriate sanctions will be issued to all parties involved with plagiarizing any and all course work. Plagiarism and any other form of academic dishonesty that is in violation with the Student Code of Conduct will not be tolerated. Please visit the following sites for detailed information:
   http://www.asu.edu/studentaffairs/studentlife/judicial/
   http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

2. With so many students enrolled in our MUS 354 classes, please allow at least 24-48 hours for email replies from Herberger Online. The instructor answers emails between 8:00am and 5:00pm Monday through Friday. Emails received by Herberger Online or the instructor after 5:00m on Friday may not be answered until after 8:00am the following Monday. Any emails requesting exceptions to the class policies as outlined on this document will not be answered. We also reserve the right to not answer any rude, argumentative, threatening, abusive or repetitive emails, and to forward them to the proper authorities as necessary. As an ASU student, you are required to use your ASUrite (i.e., student@asu.edu) for course communications. If our reply to you bounces back as "Undeliverable: Returned mail" and/or with "the message could not be delivered because the recipient's mailbox is full," we will not make a second attempt. This includes any and all course communications, such as make-up verifications and make-up exams. It is your responsibility to make sure you are able to receive ASU emails by clearing your mailbox and allowing ASU and MUS 354 emails to be received unblocked and not marked as spam.

3. With so many students enrolled in our MUS 354 classes, we must adhere strictly to the policies

and procedures as outlined on your syllabus. No deadline extensions of any type are available for MUS 354. Thank you for understanding that there are NO EXCEPTIONS, so please don't ask! We also appreciate your patience with the inadvertently brusque and direct nature and tone of this syllabus deemed necessary to be effective.

4. Please remember that once an exam or assignment has been submitted, that grade must stand as posted, without exception. Never guess at answers or submit a faulty exam!!

5. Herberger Online handles all technical aspects of this course. Students and the instructor must abide by their conclusions in this area. Herberger Online makes no decisions regarding course content, and the instructor makes no decisions regarding computer-related and technical aspects of this course.

6. The technology fee helps pay for services provided by the Herberger Institute Distance Learning department, and does not compensate the School of Music or instructor. Please contact the Herberger Institute of Design and the Arts for additional information regarding this fee.

7. This course is listed as repeatable in the course catalogue. This is because there are a number of musical history courses that fall under the course ID number MUS 354. This in no way means you can repeat the same exact MUS 354 course for credit towards your degree program. It is intended that students may take more than one MUS 354 course provided each course is on a different subject, such as Beatles, Blues to Heavy Metal, Beatles After the Beatles, or Elvis Presley. Sorry, no overrides are available for our MUS classes, and we cannot switch enrolled students between courses.

8. No exceptions will be made to any of the policies as outlined in this document, under any circumstances. Any changes to course information made by the instructor or staff will be posted on the course homepage or via email, and are subject to change at anytime, without notice. Please check your ASU email account and both the syllabus and class homepage frequently for updated information and announcements.

9. Please consider this document your contract with MUS 354. By enrolling and participating you now agree to be obligated to follow the policies and procedures of this Internet course with the same attention and responsibility as you would any on-campus offering. This would include making note of and adhering to any important dates and deadlines. By enrolling and participating you also agree to abide by all of the terms as outlined without question or complaint, to regularly reread this document as well as the class homepage for new information, to review class policies and procedures, and to check your point totals regularly.

10. Due to the compact nature of this course schedule, this class moves rather quickly. Please note that no make-ups or extensions can be given due to the accelerated nature of this abbreviated schedule. Please commit to completing your course work in a timely fashion.

11. Please keep in mind that there are a huge and varied amount of musical sources on the Internet containing debatable and sometimes-incorrect information pertaining to many of the topics covered in this course. For this class, you will be tested directly on only the information as presented on the class website; from those audio lectures and any assigned texts. Please disregard any questionable or confusing outside sources.

12. Students are required to read and act in accordance with university and Arizona Board of Regents policies, including: The Academic Integrity Policy: http://www.asu.edu/studentlife/judicial/academic_integrity.htm, The Student Code of Conduct: Arizona Board of Regents Policies 5-301 through 5-308: http://students.asu.edu/srr/code, and

the Student Affairs documents: http://www.asu.edu/studentaffairs/safety/definitions.html. The instructor reserves the right to Withdraw any disruptive student under the policies as described in the Student Service Manual: http://www.asu.edu/aad/manuals/ssm/ssm201-10.html

SECTION XIX: TESTING PERIODS & TOPIC ASSIGNMENT START & END DATES

- All exams and assignments will open October 14th, 2005.
- Your exams and assignments are all due before 4:00pm on December 3rd, 2015, without exception!

The MUS 354 instructor and staff thank you for enrolling in this class, and appreciate your patience in reading through this lengthy document! ☺